

SECTION 3: ACCESS TO THE CONTRACTS FUNCTION

3.0 Who Should Have Access?

3.0.1 The One World® Contract Module is an on-line system. Giving access to specific functionality is provided to employees who are authorized to use the contracts system.

3.0.2 Each employee who will have any responsibilities associated with the on-line contract process should be given a secure One World® sign on.

3.1 Access to the One World® Contract Module

3.1.1 In order to receive access to the One World® Contract Module, the following requirements must be met:

- You must have a One World® Sign-On. This is obtained from the Information Technology Group (ITG).
- You must complete a Lee County Purchasing Signature Authorization form from the Purchasing Division.
- You must attend and complete the required Basic Requisitioner Training class.

3.2 Requisition/Purchase Order Approvals

3.2.1 The Contracts office is responsible for approval of all requisitions for construction-related, professional and other professional services.

3.2.2 A department/division shall submit their request(s) to the Contracts office through the One World® on-line system.

3.2.3 Once received in the Contracts office, Contracts will be responsible for verifying if the bid levels have been met, verify licenses and obtaining the necessary insurance **prior** to approval of any requisition.

3.2.4 After being approved and the requisition has completed going through the approval routing process, the Purchasing Division will issue a purchase order number.

3.2.5 Upon issuance of a purchase order number, the department/division need to make a change, an order revision will be necessary and will be required to be approved by the Contracts office through the One World® program.